

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Older Adult System of Care Bureau
Prevention and Early Intervention (PEI) Mental Health Program**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION – RESTRICTED TO LOS ANGELES COUNTY
EMPLOYEES ONLY**

SECRETARY III

The Older Adult System of Care (OASOC) Bureau is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III for the MHSA Prevention and Early Intervention (PEI) Administrative Team, which includes Anti Stigma and Discrimination, and Suicide Prevention Programs. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. This individual will provide secretarial support directly to the Mental Health Clinical Program Head.

DUTIES

- Answer and screens phone calls for the Program Head. Furnish requested information and refer calls to others better qualified.
- Act as intermediary among supervisor, staffs, and providers if necessary, transmitting messages, orders and requests.
- Schedule and make arrangements for multiple meetings with internal staff, Directly Operated and Contract Providers.
- Take Minutes at Countywide providers meetings, distribute agenda and follow- up materials.
- Prepare inter-office memoranda, letters with or without dictation, replies to emails.
- PDF, make copies, fax, mailing, and distribution of documents
- Maintain and tracks monthly, quarterly, and annual reports.
- Documents submitted for the Program Head's signature, check for completeness, accuracy and compliance with the Department guidelines.
- Create, organize, and maintain updated office files.
- Keep staff and providers' updated rosters.
- Review documents for signature and distribution.
- Prepare annual equipment inventory control for the unit.
- Check staff's time cards for completeness and accuracy.
- Track work schedule of internal staff, maintain "arrival/departure" board.
- Process all requests forms: mileage claims, travel request, ROTO, training and others for supervisor and unit staff.
- Prepare packet, completeness of paper work and mandatory training for new hire, requested by the Human Resources Bureau.
- May be called upon to provide telephone back-up coverage for the secretary of the OA Deputy Director and other managers.
- General office duties as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills
- Proficiency in Microsoft Outlook, Word, Visio, and Excel
- Effective communication skills
- Strong working knowledge of the IS
- Strong verbal and writing skills
- Ability to multi-task, prioritize multiple assignments, and meet deadlines
- Excellent working relationship with other agencies, especially with Directly Operated and non governmental contract agencies
- Flexibility and the ability to prioritize and to adjust priorities as needed

Qualified individuals should submit their résumé, last two performance evaluations, and last two master time records no later than Friday, June 8, 2012, to:

James Cunningham, Ph.D. - MH Clinical Program Head
Older Adult Prevention and Early Intervention Mental Health Program
550 S. Vermont Avenue, Suite 605; Los Angeles, CA 90020
Phone: 213. 738.2322 or Fax: 213.351.2493

AN EQUAL OPPORTUNITY EMPLOYER